



# ALTADENA LIBRARY DISTRICT

*Honoring the past, cultivating the present, empowering the future*

## Minutes

### Regular Meeting

Board of Library Trustees  
Altadena Library District  
Community Room – Main Library

**May 19, 2014**

5:00 p.m.

PUBLIC REQUESTS FOR DOCUMENTS: The District provides a public inspection copy of all materials included in the agenda packet distributed to the Board members. Members of the public who wish to obtain a copy of any document may do so by completing a Request for Public Document form and submitting it to the Administrative Secretary who will arrange for the documents to be copied at a charge of 15¢ per page. Request forms are available at the District Administration offices.

1. CALL TO ORDER at 5:02p.m.

2. ROLL CALL:

Present: David Datz, President  
Meredith McKenzie, Secretary  
Thomas Hubbard  
David Tuck (**Absent--Medical**)  
Gwendolyn McMullins

Staff: Pauli Dutton, Acting District Director      Laureen McCoy      Shermaine Alya  
Tina Wallin, Finance Director      Suzanne Im

Guests: Linda Bates  
David Herman, ALF Board member  
Monica Hubbard, AtSOAL Committee Member  
Judyth Hermosillio, AtSOAL Committee Member

.3. ADOPTION OF AGENDA

Opportunity for Board members to delete items, re-order items, continue items or make additions to the agenda pursuant to Government Code Section 54954.2(b).

Recommended Action: The Board of Library Trustees hereby adopts the Agenda as presented.

**It was Moved (Hubbard) and Seconded (McKenzie) to Adopt the Agenda**

**PASSED**

4. PUBLIC COMMUNICATION

*Citizens may address the Board regarding any item of Library business on or not on the agenda. Citizen comments are limited to 3 minutes per item. At the discretion of the President, citizens may be allowed a longer presentation. While all comments are welcome, the Brown Act does not allow the Board to take action on any item not on the agenda. If speaking before the Board, please give your name and address, and state the agenda item and/or issue you wish to address.*

Judyth Hermosillo introduced herself as Volunteer Strategist for AtSOAL.

5. PERSONNEL APPOINTMENTS/RESIGNATIONS/TERMINATIONS/TRANSFERS

Laureen McCoy introduced Suzanne Im as part-time replacement for Carlene Chiu. Pauli Dutton introduced Shermaine Alya, new Executive Administrative Secretary to replace Melanie Holden whose last day will be May 30.

6. FINANCIAL REPORTS

- a) Altadena Library District for the month of April 2014  
Tina reported no unexpected expenses; after second installment received of Parcel Tax revenue, ALD is currently at 87% of budgeted revenue and 75% of expenses. **(DISCUSSION/POSSIBLE ACTION)**

**ACCEPTED**

**Recommended Action:** The Board of Library Trustees hereby receives and files the Financial Reports.

7. CONSENT CALENDAR

The Consent Calendar adopting the Recommended Board Action will be enacted with one vote. The Board President will first ask the staff and the Board if there is anyone who wishes to remove an item from the Consent Calendar for discussion and consideration. The matters removed from the Consent Calendar will be considered individually at the end of the Consent agenda under "Items removed from the Consent Calendar". The entire remaining Consent Calendar is then voted upon by roll call under one motion.

**Recommended Action:** The Board of Library Trustees hereby approves the items and recommended actions in the Consent Calendar listed below:

- a) APPROVAL OF MINUTES – REGULAR MEETING HELD APRIL 28, 2014
- b) STATISTICAL REPORTS – CIRCULATION, PUBLIC USE, QUESTIONS ASKED, COLLECTIONS, BRANCH STATISTICS FOR APRIL 2014
- c) DEPARTMENTAL MONTHLY REPORTS – ADULT SERVICES, CHILDREN'S SERVICES, CIRCULATION, TECHNICAL SERVICES, BRANCH SERVICES FOR APRIL 2014

**It was Moved (McKenzie) and Seconded (Hubbard) to Approve the Consent Calendar as is.**

David Datz complimented the staff on their continued hard work under difficult circumstances.

**PASSED**

8. CONSIDERATION OF ITEMS REMOVED FROM THE CONSENT CALENDAR

Items removed from the Consent Calendar will be discussed individually at this time.

**NONE**

9. OLD BUSINESS

- a) PRESENTATION AND REVIEW OF THE REVISED PROPOSED OPERATING BUDGET, FISCAL YEAR 2014-15 **(DISCUSSION/POSSIBLE ACTION)**

Finance Director, Tina Wallin reported that this is the second review of the proposed operating budget and includes four (4) scenarios for a salary increase. Each scenario ranges from .5 up to 2% (based on current CPI rate). Additionally, other revisions include reduced architectural fees. The proposed budget originally included \$40k in expenses with an estimated completion date of this or next fiscal year though was reduced as architects estimated \$10k for the next fiscal year, resulting in a reduction to \$5k in expenditures (supplemented by carry-over of remaining HUD funds in the amount of \$5k, for a total of \$10k). OPEB annual contribution was reduced; printing and reproduction was increased to cover the District newsletter; and \$2k was added for Linda Demmers' work.

Trustee David Datz questioned whether the revised operating budget included a District Librarian salary. Tina Wallin confirmed the inclusion of said position salary. Trustee David Datz inquired about the inclusion of an election reserve, Tina Wallin confirmed existence of an inclusion for the aforementioned.

Board spoke about the need to keep a raise no higher than .5. Trustee Tom Hubbard asked for a method to increase it to 1.5. Tina offered that the only way to do this would be to decrease the OPEB contribution. Hubbard asked if Staff could find a way to do this without decreasing the OPEB and report its findings at the next meeting. Formal approval of the budget will be at the coming June meeting.

1. APPROVAL OF GANN APPROPRIATION LIMIT-- FISCAL YEAR 2014-15

**APPROVED**

- b) APPROVAL OF CWA, INC'S SPACE PLAN AND BUDGET FOR THE DOWNSIZED RENOVATION AND EXPANSION PROJECT SCENARIO # 3 **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (McMullins) and Seconded (Hubbard) to approve the budget for downsized renovation as presented. Since the plan needs to go to ALF for approval, the Board cannot offer its approval of the plan at this time.**

**PASSED**

- c) REVIEW OF HUD SEMI-ANNUAL REPORT FOR THE PERIOD OCTOBER 1, 2013 THROUGH MARCH 31, 2014 **(REVIEW AND FILE)**
- d) APPROVAL OF LETTER TO SUPERVISOR MICHAEL ANTONOVICH REGARDING HEAD-IN PARKING ON MARIPOSA **(DISCUSSION/POSSIBLE ACTION)**

Trustee David Datz extended a personal thank you especially to Dale LaCasella for her involvement in the committee after her trustee position had ended. David explained that a new committee for head-in parking with two members of the Board of Trustees was needed. Trustees McKenzie and McMullins volunteered participation in this committee.

**It was Moved (McKenzie) and Seconded (McMullins) to approve the package.**

**APPROVED**

- e) REVIEW AND APPROVAL OF PROPOSAL FOR INDEPENDENT AUDITOR SERVICES FROM CHARLES Z FEDAK & COMPANY FOR FISCAL YEAR ENDING JUNE 30, 2016 **(DISCUSSION/POSSIBLE ACTION)**

Tina Wallin presented, at the behest of the Trustees April Meeting, a revised proposal with a not-to-exceed amount of \$9500. The revised proposal presented was \$9400.

**It was Moved (McKenzie) and Seconded (McMullins) to approve the revised proposal from Charles Fedak.**

- f) REVIEW AND APPROVAL OF THE BOARD OF LIBRARY TRUSTEES OF THE ALTADENA LIBRARY DISTRICT COUNTY OF LOS ANGELES, STATE OF CALIFORNIA RESOLUTION NO. 201403 PROPOSING A PER PARCEL TAX AND CALLING FOR AN ELECTION FOR VOTER APPROVAL **(DISCUSSION/POSSIBLE ACTION)**

Trustee David Datz asked for clarification regarding differentiation of agenda items 9f, 9g, and 9h. Acting Director Dutton confirmed item 9f calls for the election, 9g is to consolidate the elections, and 9h is an extra needing no formal approval.

**APPROVED**

Trustee David Datz noted a change to 9f, page 1, should be changed to “Los Angeles – Riverside – Orange County All Urban Consumer Price Index” from “Los Angeles – Anaheim – Riverside All Urban Consumer Price Index.” Additional changes to wording of the resolution, specifically, the effective and end dates listed within the resolution, were discussed. Following changes to original document, Trustees Datz and McKenzie will be contacted to sign the resolutions.

Trustee Datz called for two separate roll call votes per items 9f and 9g, with each item needing two motions in order to approve: 1) to vote on the resolution, and 2) to make the motion a roll call vote.

**It was Moved (McKenzie) and Seconded (McMullins) to approve item 9f Resolution 201403 as amended. It was then Moved (Hubbard) and Seconded (McMullins) to make approval of item 9f a roll call vote.**

**APPROVED**

**Roll call vote by Staff to Board: McKenzie – Aye; Datz – Aye; McMullins – Aye; Hubbard – Aye.**

g) REVIEW AND APPROVAL OF THE BOARD OF LIBRARY TRUSTEES OF THE ALTADENA LIBRARY DISTRICT COUNTY OF LOS ANGELES, STATE OF CALIFORNIA RESOLUTION NO. 201405 REQUESTING THAT THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES CONSOLIDATE A PER PARCEL TAX ELECTION TO BE HELD ON NOVEMBER 4, 2014 WITH THE STATEWIDE GENERAL ELECTION TO BE HELD ON THE DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE. **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (McMullins) and Seconded (Hubbard) to approve item 9g Resolution 201405 as is. It was then Moved (Hubbard) and Seconded (McKenzie) to make approval of item 9g a roll call vote.**

**APPROVED**

**Roll call vote by Staff to Board: McKenzie – Aye; Datz – Aye; McMullins – Aye; Hubbard – Aye.**

10. NEW BUSINESS

a) APPROVAL OF RESOLUTION NO. 201404 OF THE ALTADENA LIBRARY DISTRICT TO ASK AUDITOR/CONTROLLER OF LOS ANGELES TO PREPARE NEW TAX ROLL FOR ACCOUNT #57.12 ALTADENA LIBRARY DISTRICT TAX **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (Hubbard) and Seconded (McMullins) to approve item 10a.**

**APPROVED**

b) APPROVAL OF A DONATION FOR UPHOLSTERY OF FURNITURE IN THE READING COURT. **(DISCUSSION/POSSIBLE ACTION)**

Acting Director Dutton presented the generous offer from Mr. Ebbert. Trustee Datz wanted to ensure this donation to ALD is tax-deductible and suggested the donation be made through ALF.

**It was Moved (McMullins) and Seconded (McKenzie) to accept item 10b.**

**APPROVED**

c) APPROVAL OF A NEW EXTERIOR LIBRARY SIGN ON MARIPOSA **(DISCUSSION/POSSIBLE ACTION)**

Board elected to table item pending approval by architects and presentation of signage reflecting truer colors (as copies provided were poor quality).

- d) APPROVAL OF A DECISION ON THE WINNER FOR THE NAME THE POCKET PARK CONTEST **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (McKenzie) and Seconded (Hubbard) to name the pocket park, "The Art Ronnie Reading Park."**

**APPROVED**

- e) PROPOSAL FOR ALD TO ADD THIS LANGUAGE AS A FOOTER FOR ALL LIBRARY DOCUMENTS: "THIS DOCUMENT WAS PRODUCED BY ALTADENA LIBRARY DISTRICT STAFF." **(DISCUSSION/POSSIBLE ACTION)**

**NO MOTION MADE.**

- f) BOOKS 4U GRANT PART II **(DISCUSSION/POSSIBLE ACTION)**

**It was Moved (McMullins) and Seconded (Hubbard) to accept the donation.**

**APPROVED**

11. CORRESPONDENCE

- a) CLA LEGISLATIVE UPDATE: NEW ASSEMBLY EFFORT TO RESTORE LIBRARY FUNDING: ASSEMBLYMAN GATTO AND COLLEAGUES LED EFFORT TO RESTORE LIBRARY FUNDING IN BUDGET **(INFORMATION)**
- b) CLA LEGISLATIVE UPDATE: GOVERNOR'S BROADBAND PROPOSAL FOR LIBRARIES PASSES SENATE BUDGET SUBCOMMITTEE **(INFORMATION)**
- c) EMAILS AND REPLIES TO MR. DANIEL HARLOW, ALTADENA CHAMBER OF COMMERCE, IN REGARDS TO ALTADENA BUDGET **(INFORMATION)**

12. REPORTS OF TRUSTEES

- a) REPORT BY ALTADENA LIBRARY FOUNDATION ON CAPITAL CAMPAIGN FUNDRAISING. NEXT MEETING SCHEDULED JUNE 3, 2014 7:00 P.M. **(INFORMATION)**
- b) REPORT BY ART ON MILLIONAIRE'S ROW COMMITTEE. NEXT MEETING SCHEDULED FOR MAY 29, 2014 7:30 P.M. **(INFORMATION)**
- c) REPORT ON THE LIBRARY PARCEL TAX COMMITTEE MEETING. NEXT MEETING SCHEDULED FOR MAY 28, 2014 7:00 P.M., SENIOR CENTER **(INFORMATION)**
- d) REPORT ON LIBRARY DIRECTOR RECRUITMENT COMMITTEE. NEXT MEETING JUNE 16, 2014 7:00P ACTING DIRECTOR'S OFFICE **(INFORMATION)**

Trustee McKenzie commented the next meeting would be June 9, 2014, 7:00 p.m.

- e) REPORT ON FRIENDS OF ALTADENA LIBRARY, NEXT MEETING JUNE 20, 2014 **(INFORMATION)**

13. AGENDA ITEMS FOR FUTURE AGENDAS

This is an opportunity for Board members to request that items be placed on future agendas.

**NONE**

A motion was made to acknowledge the birthday of Trustee Hubbard.

14. ADJOURNMENT

**It was Moved (Hubbard) and Seconded (McKenzie) to Adjourn at 6:20 p.m.**

**PASSED**

**Recommended Action:** There being no further business to come before the Board, the meeting is adjourned.